



CHARTERED 1693

THE COLLEGE OF WILLIAM AND MARY IN VIRGINIA
OFFICE OF THE PRESIDENT
WILLIAMSBURG, VIRGINIA 23185

January 28, 1975

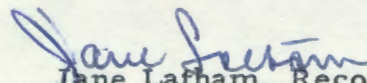
Dr. James C. Windsor, President
Christopher Newport College
Newport News, Virginia 23606

Dear Dr. Windsor:

I am enclosing herewith two copies of the following resolutions which, as you know, were favorably acted upon at the meeting of the Board of Visitors on January 16-17, 1975.

- Resolution CN-1 Holiday Policy at Christopher Newport
- Resolution CN-2 Capital Outlay Budget Requests for 1976-82 at Christopher Newport
- Resolution CN-3 Faculty Leave of Absence

Sincerely,


Jane Latham, Recording
Secretary, Board of
Visitors

Encls.

Board of Visitors

Resolution CN-1

January 16-17, 1975

Enclosure _____

Page 1 of 1

AUTHORIZED HOLIDAYS FOR CLASSIFIED EMPLOYEES

Christopher Newport College

The nature of the services of Christopher Newport College requires that it be in full operation on the following State authorized holidays:

1. The third Monday in January (Lee-Jackson Day)
2. The third Monday in February (George Washington Day)
3. The second Monday in October (Columbus Day)
4. The Tuesday next following the first Monday in November (Election Day)
5. The eleventh day of November (Veterans Day)

In accordance with Paragraph 9.2(c) of the Rules of the Administration of the Virginia Personnel Act, request the following alternate holiday schedule be approved for Christopher Newport College, effective January 1, 1975.

The first day of January (New Year's Day)

The last Monday in May (Memorial Day)

The fourth day of July (Independence Day)

The first Monday in September (Labor Day)

The fourth Thursday in November (Thanksgiving)
and the Friday after

The twenty-fifth day of December (Christmas)
and the succeeding four working days

Any other day so appointed by the Governor of Virginia or the President of the United States.

If a holiday falls on Saturday, the preceding Friday shall be observed as a holiday; if a holiday falls on Sunday, the following Monday shall be observed as a holiday. In the event the Governor of Virginia, or the President of the United States declares any additional day or portion thereof to be observed in conjunction with any holiday in this schedule, it shall be added to the period preceding the first day authorized by this schedule.

The President of Christopher Newport College shall use his discretion as to what necessary services shall be maintained on these holidays and employees thus engaged will be eligible for compensatory leave.

BE IT RESOLVED, That the Board of Visitors of the College of William and Mary approves the above alternate holiday schedule for Christopher Newport College, effective January 1, 1975.

Board of Visitors

Resolution CN-2

January 16-17, 1975

Enclosure _____

Page 1 of 7

CHRISTOPHER NEWPORT COLLEGE

CAPITAL OUTLAY REQUESTS FOR 1976-82

Capital Outlay requests for the 1976-78 biennium and projections for the succeeding two biennia must be filed with the Governor's Office prior to the next regular meeting of the Board of Visitors.

Attached to this resolution are the recommendations of the President of Christopher Newport which have been developed in accordance with the Master Plan of the College and established space guidelines.

RESOLVED, by the Board of Visitors, that the recommendations of the President of Christopher Newport for institutional capital outlays in 1976-78 and projections for the succeeding two biennia are hereby approved for submission to the Governor, with the understanding that the items proposed for 1978-80 and 1980-82 are subject to further review and revision prior to budget submissions for those biennia.

January 16-17, 1975

Enclosure

Page 2 of 7

CHRISTOPHER NEWPORT COLLEGE
PROPOSED CAPITAL OUTLAY PROJECTS
FOR THE PERIOD 1976-82

1976-78 Biennium

<u>Priority</u>	<u>Project</u>	<u>Total Est. Cost From General Fund</u>
1	<u>Service Building</u>	\$243, 927
2	<u>Faculty and Administrative Office Building</u>	800, 000
3	<u>Library Addition Phase II</u>	490, 500
4	<u>West Parking Lot - 245 Cars</u>	98, 000
5	<u>Site and Building Improvements</u>	95, 000
6	<u>Greenhouse Addition Phase I</u>	15, 000

NOTE: The cost figures listed are tentative estimates, and they are subject to further refinement before the final submission to the State on March 15, 1975.

Board of Visitors

Resolution CN-2

January 16-17, 1975

Enclosure

Page 3 of 7

SERVICE BUILDING

(Capital Outlay Item Number 1)

1976-78

The efficient operation of the College suffers daily from a lack of adequate storage and service space for supplies and equipment. Supplies can be purchased only in small amounts because of limited storage space. Maintenance equipment sits out in the weather year round because of the complete absence of garage facilities. There is no space on the campus for an adequate shop where repairs can be made and tools stored.

FACULTY AND ADMINISTRATIVE OFFICE BUILDING

(Capital Outlay Item Number 2)

1976-78

This building is urgently needed to provide space for faculty and administrative offices as well as to accommodate efficiently our increasing requirements for our Computer Center.

Board of Visitors

Resolution CN-2

January 16-17, 1975

Enclosure _____

Page 4 of 7

LIBRARY ADDITION PHASE II

(Capital Outlay Item Number 3)

1976-78

Phase II of the library will contain expanded reading room space and related facilities. Also included will be a rare book collection, a storage vault, and additional carrels. With the anticipated growth of the College, and the rapid expansion of the library collection, the need for an additional 16,000 square feet is imperative.

WEST PARKING LOT - @\$% CARS

(Capital Outlay Item Number 4)

1976-78

To provide additional parking spaces for students. We currently have 957 spaces for a projected 1980 FTE enrollment of 1605.

Board of Visitors

Resolution CN-2

January 16-17, 1975

Enclosure _____

Page 5 of 7

SITE AND BUILDING IMPROVEMENTS

(Capital Outlay Item Number 5)

1976-78

To provide security fencing, additional yard lighting, sidewalks and also energy conservation building modifications.

GREENHOUSE ADDITION PHASE I

(Capital Outlay Item Number 6)

1976-78

To provide additional space in our existing Greenhouse to support our Biology program.

Board of Visitors

Resolution CN-2

January 16-17, 1975

Enclosure
Page 6 of 7

CHRISTOPHER NEWPORT COLLEGE
PROPOSED CAPITAL OUTLAY PROJECTS
FOR THE PERIOD 1978-80

<u>Priority</u>	<u>Project</u>	<u>Total Estimated Cost From General Fund</u>
1	<u>Physical Education Addition Phase I</u>	\$362,500

PHYSICAL EDUCATION ADDITION PHASE I

(Capital Outlay Item Number 1)

1978-80

To provide for a natatorium to be built adjacent to the present Physical Education facility.

Board of Visitors

Resolution CN-2

January 16-17, 1975

Enclosure

Page 7 of 7

CHRISTOPHER NEWPORT COLLEGE
PROPOSED CAPITAL OUTLAY PROJECTS
FOR THE PERIOD 1980-82

<u>Priority</u>	<u>Project</u>	<u>Total Estimated Cost From General Fund</u>
1	<u>Campus Center Addition Phase I</u>	\$500,000

CAMPUS CENTER ADDITION PHASE I

(Capital Outlay Item Number 1)

1980-82

To provide space to accommodate growth in informal and organized student activity programs.

January 16-17, 1975

Christopher Newport College
Financial Statement as of 12/31/74 *
Operating Budget

<u>Educational & General Activities</u>	<u>Actual 1972-73</u>	<u>Actual 1973-74</u>	<u>Appropriation 1974-75</u>	<u>Operating Budget 1974-75</u>	<u>To Date 12/31/74</u>	<u>Budget 12/31/74</u>
<u>Revenue</u>						
Special Funds	995,739	1,069,288	1,254,485	1,164,547	661,868	57%
General Funds	1,148,440	1,461,118	1,645,520	1,645,520	822,760	50%
Less 2.76% reduction	-0-	-0-	(45,442)	(45,442)		
Total	<u>2,144,179</u>	<u>2,530,406</u>	<u>2,854,563</u>	<u>2,764,625</u>	<u>1,484,628</u>	<u>54%</u>
<u>Expenditure</u>						
General Admin., Student Services & Gen. Exp.	366,394	498,029	544,805	526,844	276,461	52
Instruction-Regular Session	1,233,681	1,444,880	1,712,307	1,600,502	751,746	47
Instruction-Summer Session	104,548	132,464	123,520	148,744	144,749	97
Organized Activities	-0-	2,375	-0-	7,600	4,326	57
Instruction Off Campus	-0-	2,283	40,365	7,070	9,344	132
Libraries	202,247	236,864	280,458	217,933	117,460	54
Maintenance & Operation of Physical Plant	160,351	187,169	171,930	219,857	96,133	44
Organized Research	3,337	16,749	-0-	-0-	-0-	--
Public Service	642	7,912	26,620	36,075	20,980	58
Other	-0-	168	-0-	-0-	-0-	--
Less 2.76% General Fund Reduction	-0-	-0-	(45,442)	-0-	-0-	--
Grand Total	<u>2,071,200</u>	<u>2,528,893</u>	<u>2,854,563</u>	<u>2,764,625</u>	<u>1,421,198</u>	<u>51</u>

*Subject to revision in accordance with special revenue received for the Spring Semester.

Board of Visitors

January 16-17, 1975

Resolution CN-3

Enclosure 13(a)

Page 1 of 1

FACULTY LEAVE OF ABSENCE

Christopher Newport College

The following faculty member has requested a leave of absence for the reason and period indicated:

LEAH B. PELLETT, Assistant Professor of Sociology; for the purpose of pursuing full-time studies in the MSW program at Norfolk State College, for the Spring Semester of the 1974-75 Session.

BE IT RESOLVED, That the Board of Visitors of the College of William and Mary hereby approves this leave of absence for the Spring Semester of the 1974-75 Session.